February 2007

Dear School Test Coordinator:

Enclosed is your Test Coordinator's Packet of informational materials for the Spring 2007 Missouri Assessment Program—Communication Arts and Mathematics (Required Assessments) and Science and Social Studies (Voluntary Assessments). Please take time to carefully read the Test Coordinator's Manual and all enclosed materials. Please reference page 2 of the Test Coordinator's Manual for a summary of MAP changes for 2007.

Test books and Examiner's Manuals will be shipped separately to the district's shipping address. Your district will receive the test materials beginning March 5 and concluding by March 13, 2007. This year's testing window is March 26 – April 27, 2007. For schools participating in the early return state scaling sample the test window is March 26 – April 13, 2007. Advance notification of school participation in the state scaling sample was provided to districts by DESE.

Please check the materials in your Test Coordinator's Packet against the packing list. If you are missing materials or require additional materials please fill out the enclosed Add/Short Form and fax the form to your District Test Coordinator for processing. **Only the District Test Coordinator should contact CTB/McGraw-Hill to request additional testing materials.**

IMPORTANT NOTICE

The test books are secure materials. Please make arrangements for securing the test books while they are in your possession – **you must be able to account for 100% return of the test books to CTB/McGraw-Hill when testing is complete.**

School Enclosures:

1 – School Packing List
1 – Cover Letter (this document)
0 – Security Barcode Verification Form (distributed by District)
1 – Add/Short Form
1 – Braille Omit Return Instruction Sheet
Set   School/Group List (SGL)
Set   Group Information Sheets (GISs)
Set   Color-coded Content Area Labels
Set   Unused Book Labels
2 – Test Coordinator's Manuals
1 – Student Barcode Label Instruction Sheet
1 – Student Pre-code Roster
Set   Blank Student Barcode Labels
Set   Student Barcode Labels